

MISCELLANEOUS TIPS

Text Processing

How to Delete Text from a Text Reference Screen

Type "**Inquire**" on **RTXT**, **STXT**, *etc.* these screen will display only 4 text references at a time. To view additional text references, leave the function line blank and press enter. In the example below there are 2 text references displayed, **C101** and **C100**. To delete the text reference **C101**, type **DELETE** in the function line and **SPACE OUT** text reference **C100**. When using the delete function on a text screen, anything appearing on the screen when you press the enter key will be deleted.

ENTER FUNCTION:	TRANS: RTXT	DATE: 12/29/97
REQUISITION TEXT KEY RANGES TABLE		TIME: 14:54:22
KEY IS REQUISITION NUMBER, TEXT FROM AND TEXT TO		TERM: \$C9P
REQUISITION NUMBER.: 1000799 : BIOHAZARD/INFECTIOUS WASTE BAGS & LINERS		
STATUS.....: 105 : READY FOR FURTHER PROCESSING		
PRINT TEXT FROM	TEXT TITLE	TEXT TO
N C101	TERMS AND CONDITIONS	
N C100	SPECIAL DELIVERY INSTRUCTIONS	

How to Delete Text from a Text Entry Screen

Type "**GET**" on the appropriate text screen. In this example we are using **RTXL** to view the text, we want to delete the 2nd line of text. After you do a **GET**, and the line of text you want to delete appears on the screen, type **RTX2** in the function line and press enter.

ENTER FUNCTION:	TRANS: RTXL	DATE: 03/13/01
REQUISITION TEXT LINE CHANGES TABLE		TIME: 07:30:31
KEY IS REQUISITION NUMBER, FROM TEXT REF, AND TO TEXT REF		TERM: \$DM3
REQUISITION NUMBER.: 1001312 : OMV/MONROE VACUUM CLEANER		
STATUS CODE.....: 200 : READY FOR PURCHASING		
FROM TEXT REF.....: DPS003	TO TEXT REF:	
COPY TEXT (Y/N).....: N	FROM REQ #.:	TEXT REF:
TITLE: LUMBER DELIVERY		
SCROLL ACTION.....: T LINE NUMBER: LINE TOTAL: 0005 BASIC TEXT CHGD: Y		
-----1-----2-----3-----4-----5-----6-----7		
THE DEPARTMENT OF PUBLIC SAFETY WILL NOT ACCEPT ANY DELIVERY OF WET MATERIALS. MATERIALS WILL BE REFUSED AND RETURNED TO THE VENDOR AT THE VENDOR'S EXPENSE.		

At the **RTX2** screen, type **CHANGE** in the function line and tab to the **ACT** field and type a **D** on the line of text you would like to delete and press enter. This will delete the line of text and take you back to the **RTXL** screen so you can continue to edit the text if necessary.

ENTER FUNCTION:		TRANS: RTX2	DATE: 03/13/01
REQUISITION TEXT LINE CHANGES TABLE #2			TIME: 07:39:13
KEY IS REQUISITION NUMBER, FROM TEXT REF, AND TO TEXT REF			TERM: \$DM3
REQUISITION NUMBER.: 1001312 : OMV/MONROE VACUUM CLEANER			
STATUS CODE.....: 200 : READY FOR PURCHASING			
FROM TEXT REF.....: DPS003 TO TEXT REF:			
TITLE: LUMBER DELIVERY			
SCROLL ACTION.....:	LINE NUMBER: 0000	LINE TOTAL: 0005	
ACT -----1-----2-----3-----4-----5-----6-----7			
THE DEPARTMENT OF PUBLIC SAFETY WILL NOT ACCEPT ANY DELIVERY OF WET			
D MATERIALS. MATERIALS WILL BE REFUSED AND RETURNED TO THE VENDOR AT			
THE VENDOR'S EXPENSE.			

All text entry screens have a #2 screen, below is a list of some of the more commonly used text screens:

ASDT/ASD2 – Agency Special Delivery Text Table
OMOD/OMO2 – Order Commodity Description Changes
ONTE/ONT2 – Order Notes Table
OVTX/OVT2 – Order Vendor Text Table
OCTX/OCT2 – Order Change Text Table
OCMD/OCM2 – Order Change Commodity Description Changes Table
RLTX/RLT2 – Requisition Line Text Table
RMOD/RMO2 – Requisition Commodity Changes Table
RNTE/RNT2 – Requisition Notes Table
RTXL/RTX2 – Requisition Text Line Changes Table
RVTX/RVT2 – Requisition Vendor Text Table
SATT/SAT3 – Solicitation Attachment Text Table
SATX/SAT2 – Solicitation Amendment Attachment Text Table
SNTE/SNT2 – Solicitation Notes Table
STXL/STX2 – Solicitation Text Line Changes Table
SVTX/SVT2 – Solicitation Vendor Text Table